

# RECURRING REPORTS

## To Be Submitted by Units

Recurring Report		Reference	Goes	Due Dates
Name	Form	Regulation/Other	To:	
<b>Monthly</b>				
Vehicle Inspection & Usage Report	CAPF 73	CAPR 77-1, Para 13.d.2)	LGT	4th of each month
A/C Maintenance Action Form	LA CAPF 661A	CAPR 66-1, Supp. 4, Para 5.a.	DOSR	5th of each month
A/C Flying & Maintenance Report	LA CAPF 661B	CAPR 66-1, Supp. 4, Para 5.a.	FM&SD	5th of each month
Flight Time Log	LA CAPF 661C	CAPR 66-1, Supp. 4, Para 5.a.	FM&SD	5th of each month
Flight Release Log	CAPF 99	CAPR 60-1, Para 4-6.c.	DO&SD	5th of each month
Time & Vehicle Usage Data	Web Page	CAPR 77-1, Para 13.d.1)	LGT	10th of each month
<b>Quarterly</b>				
ES Alert/Resource Report	Test Form	CAPR 60-3, Para 1-4.b.4) & 5)	DOS	1st of Jan, Apr, Jul, & Oct
Checkride Analysis Report	Narrative	CAP-USAFA Statement of Work	DOV	1st of Jan, Apr, Jul, & Oct
Cadet Programs Report	LA CAPF 4	LAWG Requirement	DCP	5th of Jan, Apr, Jul, & Oct
Flight Release Officer List	Narrative	CAPR 60-1, Para 4-9.a.(5)	DO&SD	5th of Jan, Apr, Jul, & Oct
Unit Public Affairs Officer's Report	LA CAPF 1	CAPR 190-1, Page 4-5	PAO	5th of Jan, Apr, Jul, & Oct
Radio Station Roster	LA CAPF 3	LAWG Comms Plan	DC	10th of Jan, Apr, Jul, & Oct
Quarterly Motor Vehicle Report	LA CAP 76	CAPR 77-1, Supp. 1	LGT	10th of Jan, Apr, Jul, & Oct
Safety Report	LA CAPF 6	CAPR 62-1, Supp., Para B.2.a.	SE	10th of Jan, Apr, Jul, & Oct
DDR Quarterly Report	Attachment 4	CAPR 51-1, Para 3-5	DDRA	10th of Jan, Apr, & Jul
Aerospace Education Report	LA CAPF 29	CAPP 15, Pages 51 & 52 and CAPR 280-2, Para 3.d.	DAE	15th of Jan, Apr, Jul, & Oct
<b>Semi-Annually</b>				
Chaplain Statistical Report*	CAPF 34	CAPR 265-1, Para 8.a.	HC	5th of Jan* & Jul*
Squadron Manning Table	LA CAPF 5	LAWG Requirement	DA/DP	15th Of Jan & Jul
<b>Annually</b>				
Nomination for Cadet of the Year	CAPF 58	CAPR 39-3, Para 24	CC	15th of Jan
Nomination for Senior Member of the Year	Narrative	CAPR 39-3, Para 23	CC	15th of Jan
Communicator of the Year	Narrative	CAPR 100-1, Vol. 1, Para 4-8	DC	15th of Jan
Brewer Award Nominations - All Categories	CAPF 25	CAPP 15, Pages 40 to 43 and CAPR 280-2, Para 4.b.	DAE	15th of Jan
Real Property Inventory Report	S-6	CAPR 87-1, Para 8.a.2) & Atch 3	LG	10th of Mar
Accountability of Equipment	S-3	CAPR 67-1, Para 3-12	LG	15th of Mar
Annual Requirements List	Narrative	CAPR 67-1, Para 3-5	LG	1st of Apr
Corporate Aircraft Certification	LA CAPF 661D	CAPR 66-1, Supp. 4, Para 15.e.	DOSR	30th of Jun
Safety Survey	Attachment 4	CAPR 62-1, Para 2.f.	SE	10th of Oct
DDR End of Year Report	Attachment 4	CAPR 51-1, Para 3-5	DDRA	10th of Oct
Financial Record - Units Below Wing Level	CAPF 173	CAPR 173-1, Para 3.b.	FM	31st of Oct
Squadron Aerospace Ed. Activity Report	Page 60	CAPP 15, Pages 57 to 62	DAE	15th of Dec
ECI Enrollment Completion Report	Narrative	LAWG Requirement	DPD	15th of Dec
<b>Legend:</b>				
CC = Wing Commander		DP = Personnel Officer		
DA = Administration Officer		DPD = Director of Professional Development		
DAE = Director of Aerospace Education		FM = Finance Officer		
DC = Director of Communications		HC = Chaplain		
DCP = Director of Cadet Programs		LG = Director of Logistics		
DDRA = Drug Demand Reduction Administrator		LGT = Transportation Officer		
DO = Director of Operations		PAO = Public Affairs Officer		
DOS = Emergency Services Officer		SD = State Director		
DOSR = Emergency Services Records Officer		SE = Safety Officer		
DOV = Standards & Evaluations Officer				
* = Required only from units having a chaplain or MLO				